



The Buzz. . .

VOLUME 2, ISSUE 1

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NC DHHS, DPH, WCHS, Early Intervention Branch, Resource & Information Unit

What's New with Certification?

NEW PROCESSES

Effective July 15, 2011

Appendix C—Request to Award ITP Credit (refer to Appendix C in the July 2011 version of the ITP Guidance for Personnel Certification document)

This revision allows those requesting ITP credit for a training to also request that the training be posted on our online calendar at www.bearly.nc.gov or www.ncei.org. In addition, all requests must now be sent to the R&I Unit at least four (4) weeks prior to the scheduled training.

Renewal Reporting Process

Renewals will continue to be submitted via email to ri.unit@dhhs.nc.gov. Due to various interpretations of the “renewal date,” we now ask Reviewers to submit “lapsed or inactive status date, if applicable,” instead of the renewal date. Certificate renewal dates typically

follow the initial certification date unless it has changed because of a lapse or being in inactive status.

Reviewers should now submit:

1. Person's name
2. Place of employment
3. Type of certification (ITFS/A)
4. **Lapsed or inactive status date, if applicable***
5. Reviewer's name & place of employment
6. Initial certification date

**refers to the date assigned by your R&I Specialist once a lapse or inactive issue has been resolved.*

Certification System Requirements

In April 2010, CDSAs completed an annual self-assessment conducted by the Quality Improvement Unit. An assessment of local certification processes was included to further develop consistent processes and procedures to ensure and maintain a high level of personnel standards.

CDSAs responded to the

following requests.

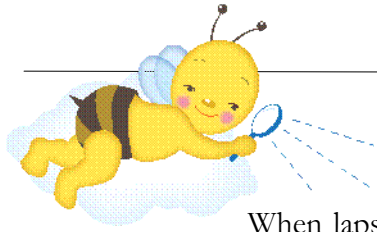
1. Explain in detail how you monitor certification for CDSA personnel and CBRS providers.
2. Attach a copy of your policy and procedures for correcting certification issues or explain your process in detail.

Based on the responses, the RI Unit developed the following required elements for local certification monitoring:

1. Centralized database
2. Alert systems
3. Certification included as part of performance evaluations
4. Plan of action for lapse and repeated lapse

The R&I Unit provided TA in December 2010 for July 1 implementation. R&I Specialists will continue to provide TA to CDSAs who need help getting the required elements in place.





Calculating Lapse In Certification

CALCULATING LATE RENEWALS: EASY AS 1-2-3

When lapses in certifications occur they have the potential to interrupt the service schedules in CDSAs and provider agencies and can sometimes have personnel and financial implications. So it is in everyone's best interest to avoid lapses in certification. However, in those cases when lapses do occur, the R&I Unit offers the following steps to help you calculate how to reactivate ITFS/A certification that has lapsed.

John Smith works at the X-Y-Z CDSA. His last ITFS renewal was in January 2010, but he failed to submit the paperwork for renewal until June 2011. The steps to reactivate John's lapsed certification are:

1. Determine the number of months the certification has lapsed by starting with the last renewal and count the months to the current date.
Answer: Six (6) months, January-June.
2. Go to Appendix F in the Personnel Guidance Document to see how many contact hours a six-(6) month lapse requires. **Answer: 15 contact hours.**
3. Add the number of contact hours needed to make up a six (6) month lapse (15) to the number of contact hours for annual renewal (30).
Answer: $15+30=45$.

Therefore, John will need 45 contact hours to renew his ITF certification.

For more examples, refer to **Appendix F** in the **ITP Guidance for Personnel Certification** at www.becarly.nc.gov or www.ncei.org.

THREE YEARS AND COUNTING . . .

CALCULATING LAPSE FOR INITIAL CERTIFICATION

Occasionally, individuals exceed the three- (3) year timeframe to obtain initial ITF certification. In these instances, the following steps help reviewers calculate additional contact hours.

Jane Doe works for a contract provider for the 1-2-3 CDSA. Her initial ITFS application exceeds the three (3) year requirement by two (2) months, therefore her application has lapsed. While in lapsed status, Jane's provisional certification is no longer applicable. The steps to complete Jane's application for submission are:

1. Determine the number of months the application is in lapse.
Answer: Two (2) months.
2. Go to Appendix F in the **ITP Guidance for Personnel Certification** to find out how many contact hours a two (2) month lapse requires. **Answer: 5.0 contact hours.**

*Initial certification requires 230 contact hours (as outlined on the ITFS application and worksheet). The two- (2) month lapse requires **five (5) additional contact hours**. Jane will need to have **235 contact hours** before her application can be considered for certification. In addition, the additional contact hours must be earned **during the lapsed period**.*

For more examples, refer to **Appendix F** in the **ITP Guidance for Personnel Certification** at www.becarly.nc.gov or www.ncei.org.



CALCULATING INACTIVE CERTIFICATION STATUS

Reactivating the Inactive

Occasionally, individuals' renewal cycles are interrupted by either a change in employment with the ITP (CDSA or contracted provider) or because of documented leave. These interruptions place the individual in **INACTIVE** status. Certification for renewal may be reactivated if the interruption is less than three (3) years from the last renewal date.

Follow the steps in the example below to help you reactivate ITFS/A certification.

EXAMPLE: Jane Smith, who is employed by the A-B-C CDSA, had been on maternity leave prior to submitting her annual renewal. Jane's last renewal date was March 2007. She began maternity leave in May of 2007 (rendering her status inactive). She returned to work June 2008.

Step 1: *Determine the number of active renewal months using the following formula:*

Month of renewal interruption - Month of last renewal = number of active renewal months

Answer: **May 2007 - March 2007 = 2 months**

Step 2: *Determine the number of months available to renew using the following formula:*

12 months - Number of active renewal months = Number of months available to renew

Answer: **12 - 2 = 10 months left to renew certification**

Step 3: *Determine the new due date for renewal. Jane returns to work June 2008 and has 10 months from that date to renew her certification.*

Answer: **April 2009**

For more examples on reactivating inactive certification,
refer to **Appendix G** in the **ITP Guidance for Personnel Certification**



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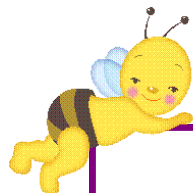
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Training for New Reviewers

Certification Reviewer Training - Thursday, October 6, 2011

(10 am– 4 pm)

Registration information available in September 2011.

APPLICATIONS FOR ITFS AND
ITFA ARE ON THE WEB!

WWW.NCEI.ORG OR
WWW.BEEARLY.NC.GOV



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